

F. No. A-42021/1/2020-Admn(L&DO)/87  
Government of India  
Ministry of Housing & Urban Affairs  
Land & Development Office

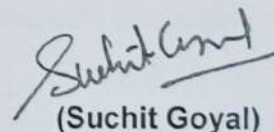
Nirman Bhawan, New Delhi  
Dated: 2<sup>nd</sup> May, 2025

OFFICE MEMORANDUM

**Subject : Rationalisation and Simplification of Mutation Process**

The undersigned is directed to convey that in a bid to rationalise and simplify the mutation process and to facilitate the ease of service delivery by expeditious disposal of applications, the following decisions have been taken:-

- i. The nomenclature of the processes of transfer of title which was earlier termed as '**Substitution**' and '**Mutation**' based on the grounds of transfer, will now be termed as '**Mutation**' irrespective of the grounds on which the transfer is sought.
  - ii. The requirement of processing the applications through the **Conversion and Document Verification (CDV) Cell** has been done away with.
  - iii. The mutation applications will be examined and processed by the concerned sections who will be responsible for the due diligence as prescribed by the **SOPs dated 03.08.2023 and 23.07.2024**. The accountability of the actions taken on any application shall vest with the concerned Dy. L&DO, Section Officer and ASO.
  - iv. The number of documents to be enclosed with an application have also been minimised for the ease of applicants and the same is enclosed at **Annexure I**.
  - v. The applications will be examined as per the '**first in first out**' method i.e. the applications will be examined in the order of submission.
  - vi. No dues shall be outstanding against the property as on the date of approval of an application.
  - vii. In case of all the pending applications that are not yet finalized (approved or rejected) so far, it shall be noted that no new application or new document(s) will be sought from the applicant due to rationalization of the process..
2. This supersedes all the previous orders issued in this regard and any guidelines which are in contravention of the aforesaid points. These guidelines shall come into effect, immediately.
3. This is issued with the approval of the Competent Authority.

  
(Suchit Goyal)

Dy. Land & Development Officer

To

1. All Dy. Land & Development Officers, Engineer Officer and Estate Officer
2. All Section Officers, Sr. Accounts Officer and Supdt./ASO/DH
3. NIC, L&DO – with a request to upload on the website and accordingly make changes in e-Dharti Portal

Copy to –

1. PPS to JS(L&E)
2. PS to L&DO

The following information/documents to be submitted by applicants along with online application for Mutation:

1. Document **establishing Proof of Event or Proof of Right**- Registered Sale Deed, Death certificate, Registered Family Settlement (With / Without Consideration), Registered Relinquishment Deed (With / Without Consideration), Registered Will Deed, Probate, Court Order / Decree, etc. (Original copy of the certified documents shall be submitted by the applicants at the time of proof reading and soft copies of the same shall be enclosed with the online application).
2. **Indemnity Bond** (as per Annexure II) by the applicants on Rs. 100/- Non-judicial stamp paper to be attested by the SDM/Sub-Judge/1st Class Magistrate. (Original indemnity bond to be submitted by the applicants at the time of proof reading. Soft copies of the same shall be enclosed with the online application).
3. **Surviving Member Certificate** (Only in the case of Mutation done on the basis of death of lessee/legal heir) - The original document shall be submitted at the time of proof reading and soft copy shall be enclosed with the online application.
4. **Colour photographs of property** showing the purpose for which the property is being used (Not be older than 6 months from the date of application)
5. Latest Assessment or **Payment Receipt of Property Tax, Electricity Bill, Water Bill, etc.** (Not be older than 6 months from the date of application) - The original document to be provided for verification and self-certified copy shall be submitted by the applicants at the time of proof reading. Soft copy of the same shall be enclosed with the online application.
6. **AADHAAR and PAN Card** of applicant(s). ( Original documents to be provided for verification and self-certified copies shall be submitted by the applicants at the time of proof reading. Soft copies of the same shall be enclosed with the online application.)



## Annexure- II

(To be executed by the applicant on Non-Judicial Stamp Paper of Rs.100/- and to be attested by 1st Class Magistrate / Sub-Judge, Delhi)

### SELF DECLARATION AND INDEMNITY BOND

1. This Affidavit is executed on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ by Shri/Smt./Ms./M/s. \_\_\_\_\_ S/o/D/o/W/o/Through \_\_\_\_\_ R/O \_\_\_\_\_, (hereinafter called the executant which term shall include his / her heirs, successors, executors, administrators and legal assigns in favour of President of India, hereinafter called the lessor.
  
2. Whereas the Executant(s) is the duly constituted attorney on basis of power of attorney dated \_\_\_\_\_ having registration number \_\_\_\_\_ executed by Shri/Smt./Ms./M/s. \_\_\_\_\_, S/o/D/o/W/o/Through \_\_\_\_\_, R/O \_\_\_\_\_. The Executant(s) is competent to seek or apply for Substitution/Mutation/Sale permission/Mortgage permission/Gift Permission/Conversion and execute the Conveyance Deed for conversion of the leasehold rights into freehold rights in respect of the property No. \_\_\_\_\_. The executor of this GPA/SPA is still alive and has not been cancelled or revoked. The GPA/SPA holder shall not claim any ownership or title over the said property.
  
- 3.A. That the lease deed in respect of the property No. \_\_\_\_\_ was executed on \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ by the President of India \_\_\_\_\_ (lessor) in favour of Shri/Smt./Ms./M/s \_\_\_\_\_ (lessee) S/o/D/o/W/o/Through \_\_\_\_\_. This lease deed was duly registered in the office of the sub-registrar bearing registration no. \_\_\_\_\_ volume \_\_\_\_\_ book \_\_\_\_\_ pages \_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_.

3.B. That the leasehold rights of the said property have been converted into freehold rights through conveyance deed executed on \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ by the President of India (lessor) in favour of Shri/Smt./Ms./M/s. \_\_\_\_\_ (lessee) S/o/D/o/W/o/Through \_\_\_\_\_. This conveyance deed was duly registered in the office of the sub-registrar bearing registration no. \_\_\_\_\_ volume \_\_\_\_\_ book \_\_\_\_\_ pages \_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_.

4. The said property was last mutated in name of Shri/Smt./Ms./M/s \_\_\_\_\_ S/o/D/o/W/o/Through \_\_\_\_\_ vide L&DO's letter / communication dated \_\_\_\_\_.

5. That the Executant(s) is in physical possession of the property bearing \_\_\_\_\_.

6. That the lease deed/conveyance deed in respect of the above-mentioned property has been lost. The public notice in this regard was published in a national daily (newspaper) on \_\_\_\_\_. No person has so far come forward with the lease deed/conveyance deed or has staked claim in respect of the said property.

7. That the Executant(s) do hereby undertake that the ownership rights of the above-mentioned property vest with the executant and have not been alienated or assigned or transferred through any means such as mortgage, Agreement to Sell, General Power of Attorney, etc.

8. That the Executant(s) do hereby undertake that the above-mentioned property is neither disputed nor any court case related to title of the said property is pending before any court of law. No litigation is pending with respect to the said property in which the lessor is a party.

9. That the Executant(s) do hereby undertake that the above-mentioned property was leased or converted to freehold for using it for the purpose of \_\_\_\_\_ (Residential/Commercial/Industrial/Institutional/Mixed). Presently, the property is being used for the purpose of \_\_\_\_\_ (Residential/Commercial/Industrial/Institutional/Mixed) as approved by \_\_\_\_\_ (Name of concerned authority) vide letter / communication dated \_\_\_\_\_.

10. That the Executant(s) has applied to the Land and Development Office, Nirman Bhawan, New Delhi for Mutation / NOC for change of land use / Sale permission / Mortgage permission / Gift Permission / Conversion to freehold in respect of the above-mentioned property. The executant(s) further undertake to pay all outstanding Government dues to Land & Development Office before finalization of this application.

11. The Executant(s) undertakes to indemnify the lessor from any material or immaterial loss or harm with respect to the said property.

12. The Executant(s) is/are aware that the Mutation letter / NOC for change of land use / Sale permission / Mortgage permission / Gift Permission / Conveyance deed, in respect of the above-mentioned property is liable to be revoked / cancelled if any of the above terms are violated by the executant(s) or his / her legal heirs, successors, executors, administrators and legal assigns.

#### DECLARATION

In witness whereof the Executant Shri/Smt./Ms./M/s \_\_\_\_\_  
S/o/D/o/W/o/Through \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_  
\_\_\_\_\_ has signed and delivered this document.

**EXECUTANT(S)**



### VERIFICATION

I/M/s., \_\_\_\_\_ S/o/D/oW/o/Through \_\_\_\_\_ aged \_\_\_\_\_ years do hereby verify that the contents of the above declaration are true and correct to my/our personal knowledge and no relevant information has been concealed therefrom.

### **EXECUTANT(S)**

#### **WITNESSES:**

1.

(Signature)

Name:

Address:

Contact No.:

Aadhaar No.:

2.

(Signature)

Name:

Address:

Contact No.:

Aadhaar No.: